

# Leave Administration Procedure | Donated Leave Programs

Department of Human Resources Leaves Administration Team



## Donated Leave Programs

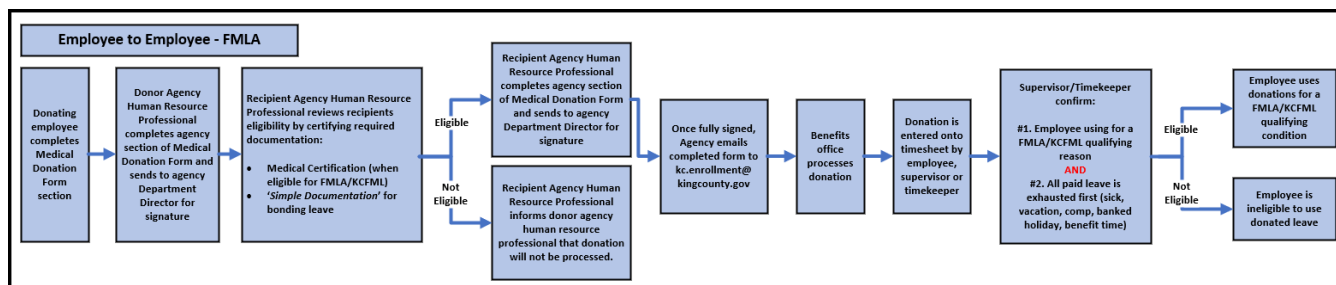
On Jan. 1, 2023, King County replaced the two previous donated leave programs (employee-to-employee and Emergency Donated Leave Fund-COVID) with two brand new programs: the Employee-to-Employee Medical Leave Donation Program and the Emergency Medical Leave Fund. This document outlines the procedures.

COMPARISON	Employee-to-Employee Medical Leave Donation Program	Emergency Medical Leave Fund**
Overview	Program that enables donations directly to another eligible employee	Program that enables donations to a central fund
Eligibility	All represented and non-represented comprehensive leave eligible employees (No STT or interns)	All represented and non-represented comprehensive leave eligible employees (No STT or interns)
How many hours can an employee donate each year	<b>Sick:</b> Up to 25 hours* <b>Vacation/Benefit Time:</b> Donation cannot exceed donors vacation balance	<b>Sick:</b> Up to 25 hours* <b>Vacation/Benefit Time:</b> Up to 80 hours unless Department Director approves more
How many hours can an employee receive each year	There is no maximum limit	Recipients will receive up to a maximum of 80 hours per calendar year (pro-rated for part-time schedules)
Accrue additional leave upon usage	No	No
Must exhaust all leave accruals before using	Yes. Must exhaust all accrued vacation leave, sick leave, benefit time leave, holiday banked leave, comp time, executive leave	Yes. Must exhaust all accrued vacation leave, sick leave, benefit time leave, holiday banked leave, comp time, executive leave
How are donations converted	Donations are converted to a dollar value and then divided by the recipient’s rate of pay. All donations converted to sick leave	Donations are converted to a dollar value and then divided by the recipient’s rate of pay. All donations are converted to sick leave
What are the names of the forms?	<b>Donate Leave:</b> <a href="#">Employee-to-Employee Medical Leave Donation Form</a> <b>Request Donations:</b> No standardized form exists, follow agency policies	<b>Donate Leave:</b> <a href="#">Emergency Medical Leave Donation Form</a> <b>Request Donations:</b> <a href="#">Emergency Medical Leave Request Form</a>
Completed forms can be sent	<b>Email:</b> <a href="mailto:kc.enrollment@kingcounty.gov">kc.enrollment@kingcounty.gov</a> <b>Mail:</b> 401 Fifth Ave, CNK-HR-0230 Seattle, WA 98104	<b>Email:</b> <a href="mailto:MedicalDonationFund@kingcounty.gov">MedicalDonationFund@kingcounty.gov</a> <b>Mail:</b> 401 Fifth Ave, CNK-HR-0230 Seattle, WA 98104
Initial use of donated leave	Intended to initially be used for a prolonged absence (3 or more consecutive days) and then can be used intermittently thereafter	
*Donation of sick leave is separate for each program so that up to 25 hours of sick leave can be made to each program annually.		
**Some agencies are not participating in the Emergency Medical Leave Donation Program: All represented and non-represented employees of the Prosecuting Attorney’s Office (PAO) and Superior Court (KCSC).		



## New Employee-to-Employee Medical Leave Donation Program

The new employee-to-employee program is used to donate accrued leave directly to another employee for the purpose of a FMLA/KCFML qualifying reason<sup>1</sup>.



### Procedure

- 1) The donating employee completes the [Employee-to-Employee Medical Leave Donation Form](#) on the [Taking leave](#) webpage and forwards it to their agency human resource professional
- 2) The agency human resource professional completes their section of the form and forwards it to their Department Director (or designee) for signature. Once signed, the form will be forwarded to the recipient's human resource professional
- 3) The recipient employee's human resource professional reviews recipient's eligibility to receive and use donations by certifying the employee has the required documentation<sup>2</sup>:
  - a. Medical Certification: Required when employee is eligible for FMLA/KCFML and has remaining entitlements
  - b. Bonding Leave (birth, adoption, foster to adopt): Requires 'simple documentation' which can be an email, written note with basic details of the event, or other similar documentation
- 4) If eligible, agency human resource professional completes their section of donation form and forwards to their agency Department Director (or designee) for signature. If not eligible then form is not processed
- 5) Agency forwards completed form to the Benefits Office by email ([kc.enrollment@kingcounty.gov](mailto:kc.enrollment@kingcounty.gov)) or by mail: (401 Fifth Ave, CNK-HR-0230, Seattle, WA, 98104)
- 6) Benefits office processes donation no later than the next full pay period after receipt of fully signed forms. All types of donations are converted to sick leave and placed into new compensatory bank
- 7) Donated leave is entered onto the timesheet by agency supervisor, employee, or timekeeper
- 8) Agency supervisor or timekeeper reviews timesheet entry to confirm that the employee:
  - a. Has exhausted all types of accrued leave first (sick, vacation, compensatory, banked holiday, benefit time, and executive leave).
  - b. Is using the donation for a FMLA/KCFML qualifying reason. Agency personnel can coordinate with the agency human resource professional to ensure the absence is being used for a FMLA/KCFML qualifying condition. Supervisors and timekeepers should never know the actual condition of the employee or eligible family member.
- 9) If the employee does not meet the above conditions then the donation cannot be processed, and the employee will need to use a different type of available leave or go unpaid.

<sup>1</sup> Must be used for a FMLA/KCFML qualifying reason but does not require employee to have existing FMLA/KCFML entitlements or to be eligible for FMLA/KCFML (includes new employees and those that may have already exhausted their FMLA/KCFML entitlements). Check with your agency human resource professional if there are any questions about eligibility.

<sup>2</sup> FMLA exigency leave would follow normal documentation requirements

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## New Time Reporting Codes

Donating Leave:

- TRC 290 – Vacation Donated
- TRC 380 – Sick Donated

Using Donated Leave (TRC's do not accrue additional leave when used):

- TRC 365 – Medical Donated Leave (Use when employee has exhausted/ineligible for FMLA/KCFML)
- TRC 365AM – Medical Donated Leave AM (Use when EE has exhausted/ineligible for FMLA/KCFML)\*
- TRC 366 – FMLA/KCFML Medical Dntd Lv
- TRC 366AM – FMLA/KCFML Medical Dntd Lv AM\*
- TRC 367 – KCFML Medical Donated Leave
- TRC 367AM – KCFML Medical Donated Leave AM\*
- TRC 368 – FMLA Medical Donated Leave
- TRC 368AM – FMLA Medical Donated Leave AM\*
- \*Only available for employees in Solid Waste

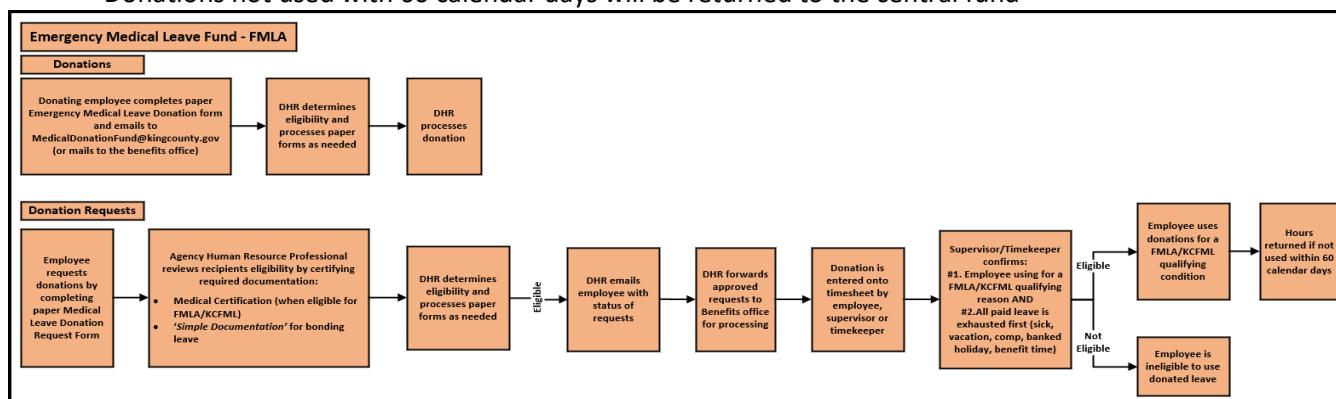
Office Use Codes:

- TRC 369 – Reimburse Medical Donated Lv (Used by safety & claims to reimburse medical (sick) donations)
- TRC 381 – Donated Medical Received
- TRC 383 – Donated Medical Adj Add
- TRC 384 – Donated Medical Adj Subtract
- Earn Code: MDL
- Compensatory Plan Code: DONATESICK

## New Emergency Medical Leave Fund program

The new Emergency Medical Leave Fund program is used to donate accrued leave to a central fund which distributes donations to employees who need them for a FMLA/KCFML qualifying reason<sup>3</sup>.

- Eligible employees can receive up to a maximum of 80 hours per calendar year (pro-rated for part-time schedules).
- Donations are awarded on a first come, first served basis. Donations are never awarded for a pay period that has already been processed. Availability of funds are not guaranteed and depend upon donations
- Donations not used with 60 calendar days will be returned to the central fund



<sup>3</sup> Must be used for a FMLA/KCFML qualifying reason but does not require employee to have existing FMLA/KCFML entitlements or to be eligible for FMLA/KCFML (includes new employees and those that may have already exhausted their FMLA/KCFML entitlements). Check with your agency human resource professional if there are any questions about eligibility.

# Leave Administration Procedure | Donated Leave Programs

Department of Human Resources Leaves Administration Team



King County

## Procedure

- 1) The donating employee completes [Emergency Medical Leave Donation Form](#) and forwards by email ([MedicalDonationFund@kingcounty.gov](mailto:MedicalDonationFund@kingcounty.gov)) or by mail (401 Fifth Ave, CNK-HR-0230, Seattle, WA, 98104)
- 2) Department of Human Resources (DHR) determines eligibility to donate and processes eligible donations during the following pay period.
- 3) Requesting employees request donations by completing their section of the form and forwarding to their agency human resource professional. Donations will not be awarded until proper documentation has been submitted (i.e., medical certification or 'simple documentation' for bonding leave)
- 4) Agency human resource professional reviews eligibility of requesting employee by certifying if they have provided the necessary documentation:
  - a. Medical Certification: Required when employee is eligible for FMLA/KCFML and has remaining entitlements
  - b. Bonding Leave (birth, adoption, foster to adopt): Requires 'simple documentation' which can be an email, written note with basic details of the event, or other similar documentation
- 5) Agency human resource professional completes and signs the form if the employee is eligible and then forwards by email ([MedicalDonationFund@kingcounty.gov](mailto:MedicalDonationFund@kingcounty.gov)) or by mail: (401 Fifth Ave, CNK-HR-0230, Seattle, WA, 98104). If not eligible then form is not processed
- 6) DHR determines eligibility to receive donations and processes donation no later than the next full pay period after receipt of fully signed forms. All types of donations are converted to sick leave and placed into new compensatory bank.
- 7) DHR determines if there are available funds and then communicates the approval/denial of the donation award by email. If no funds exist, an email will be sent to the employee letting them know to re-apply in the future. No waiting list will be kept since this program requires a current medical certification which has a finite certification date.
- 8) DHR sends an email to the Benefit Office to process the donation no later than the next full pay period after receipt of fully signed forms. All types of donations are converted to sick leave and placed into new compensatory bank.
- 9) Emergency donated leave is entered onto the timesheet (as funds are available)
- 10) Agency supervisor or timekeeper reviews timesheet entry to confirm that the employee:
  - a. Has exhausted all types of accrued leave first (sick, vacation, compensatory, banked holiday, and benefit time, and executive leave)
  - b. Is using the donation for a FMLA/KCFML qualifying reason. Agency personnel can coordinate with the agency human resource professional to ensure the absence is being used for a FMLA/KCFML qualifying condition. Supervisors and timekeepers should never know the actual condition of the employee or eligible family member.
- 10) If the employee does not meet the above conditions, then the donation cannot be processed, and the employee will need to use a different type of available leave or go unpaid.
- 11) Donations not used within 60 calendar days will be returned to the central fund.

## New Time Reporting Codes

Using Donated Leave:

- TRC 361 – FMLA Emergency Medical Leave
- TRC 361AM – FMLA Emergency Medical Leave AM\*
- TRC 362 – FMLA-KCFML Emergency Med Leave
- TRC 362AM – FMLA-KCFML Emergency Med Leave AM\*
- TRC 363 – Emergency Medical Leave (Use when EE has exhausted/ineligible for FMLA/KCFML)
- TRC 363AM – Emergency Medical Leave AM (Use when EE has exhausted/ineligible for FMLA/KCFML)\*

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*Department of Human Resources Leaves Administration Team*



- TRC 364 – KCFML Emergency Med Leave
- TRC 364AM – KCFML Emergency Med Leave AM\*
- \*Only available for employees in Solid Waste

## Office Use Codes:

- TRC 441 –Emergency Medical Received
- TRC 443 – Emergency Medical Adj Add
- TRC 444 – Emergency Medical Adj Subtract
- Earn Code: EML
- Compensatory Plan Code: DONATEEMRG